

## RENTAL RATES AND CITY SERVICE FEES

How much will it cost to hold an event at City Hall?

Facility Fee



indoor events

+

Permit Fee



outdoor events

+

Cleaning/  
Damage  
deposit



(refundable)

+

Additional charges  
for other City  
equipment and  
services



e.g. tables & chairs,  
additional staffing,  
other permits

+

Other outside  
costs



e.g. catering,  
staffing ABC  
permit, insurance

=

Total Event Costs



Facility	Non-profit & Government	Other Users (Business, Individuals)
<b>Committee Room</b>	<b>No Charge</b> M-F 8am-10pm	<b>No Charge</b> M-F 8am-10pm
<b>W – 118, W – 119, or W - 120</b>	<b>\$75/hour</b> Weekends	<b>\$150/hour</b> Weekends
<b>Council Chambers</b>	<b>\$90/hour</b>	<b>\$180/hour</b>
<b>Rotunda</b>	<b>\$150/hour</b>	<b>\$ 375/hour</b>
<b>Rotunda Mezzanine</b>	<b>\$ 65/hour</b> weekdays <b>\$150</b> weekends	<b>\$ 130/hour</b> weekdays <b>\$175/hour</b> weekends
<b>% of Gross Admission Receipts</b>	<b>0%</b>	<b>10% vs. rental fees</b> whichever is greater. See ticketing procedures
<b>Catering Pantry</b>	<b>\$ 25/hr</b>	<b>\$ 50/hr</b>

Normal building hours are 8am-10pm, M-F and City Hall is closed on recognized holidays

### Cleaning/Damage Deposits

Committee Rooms	\$100
Council Chambers	\$250
Rotunda	\$500 - \$1,000
Rotunda Mezzanine	\$100
Limited Outdoor	\$250
Outdoor	\$1,000 - \$3,000

### Cancellation Policy

An administration fee will be charged for special event contracts that are cancelled and/or changed after delivery of the contract to the client.

+

More than 60 days \$100

More than 30 to 60 50% of estimated fees

Within 30 days 100% of all fees.

The use fees shown are hourly rates and the minimum reservation period is two hours Monday through Friday and four hours on weekends.

Time for all unloading, set-up and clean-up must be included in your reservation.

A complete service cost summary will be developed based on a completed use application and final event plan. A 50% deposit is due on the date on your cost summary. Failing to make all payments will be cause to cancel your reservation.

A charge equal to two times the normal rate for each hour or a fraction thereof will be applied for exceeding the maximum approved reservation period.

As required by the City additional staffing such as audio visual technicians, stagehands, security, facility attendants, police and traffic officers, ushers, ticket takers but not limited to may be required and will be charged at actual costs to the client. Your event manager will discuss this with you during the planning of your event.

The cleaning/damage deposit will be refunded if the area is not damaged and left in as good as or better condition as existed prior to the event. Otherwise, the user will be charged the City's actual cost for cleaning, repair or both which may exceed the amount of the cleaning/damage deposit

Users who change (date, time, use, room set-up, etc.) a reservation are subject actual administrative cost to reschedule event(s), re-draft contracts and/or re-do plans for the event.

*All pricing is subject to change by direction of San Jose City Council or appointed authority.*

## Outdoor Events

Location	Fee
Limited Outdoor Event	\$125/event*
Outdoor Event – Plaza	\$125 per/hour
Outdoor Event – Bamboo Courtyard	\$125 per/hour
Outdoor Event – Multiple Day for each additional permit day	\$110 per/hour
Simple Assembly Reservations	\$20

**Limited Outdoor Event** – A City Hall Plaza Event if all of the following apply: no food or beverages are cooked, prepared or served; no sale or distribution of food, beverages, goods or other commercial merchandise occurs, whether for compensation or free of charge; at least one (1) but no more than five (5) booths or tables are used (or a combination thereof); up to but no more than 19 chairs are used; no stage, barricades or other temporary structures are used or placed on the Plaza; no vehicles are driven or placed on any area of the Plaza; no other equipment is used other than a hand carried microphone/loudspeaker; the event is open to the public at no charge, and lasts for no longer than one day.

**Outdoor Event** – A City Hall Plaza Event which involves any of the following: cooking, preparation, serving, sale or distribution of food or beverages; the sale or distribution of commercial merchandise; the erection of a stage, barricades, or generators; the use of six (6) or more tables or booths (or a combination thereof); the use of 20 or more chairs; the placement or use of other equipment or temporary structures on the Plaza; driving or placing vehicles on the Plaza; or if public access to the event is limited such as by invitation or by requiring payment as a condition to entry.

**Simple Assembly** – An assembly of persons on an unreserved area of the Plaza, if the assembly does not include equipment, temporary structures, sales or distribution of commercial merchandise, food or beverages, or any of the other characteristics of a City Hall Plaza Event, with the exception of a hand carried microphone/loudspeaker and further provided that the assembly remains within the capacity limits of the applicable area of the Plaza.

**Simple Assembly reservation** – users requesting to reserve an outdoor area for a simple assembly shall pay a reservation fee of \$20. A reservation is not necessary to assemble.

\*An event is considered a reservation for up to eight (8) hours during normal operating hours. Additional staffing fees will apply for weekends when required by the City.

### Other Charges and Fees (note all equipment fees are for one setup and per day)

Chairs (includes set-up)	\$3.00 per chair
Tables (includes set-up)	
30" x 72"	\$8.00 per table
60" Round	\$9.00 per table
Committee Meeting Room Reconfiguration	\$80.00 per set-up
Lectern	\$45.00 per lectern
Stage (6'x 8' sections/up to 24" or 36" H)	\$25.00 per section
PA System – required after 2 microphones	\$250.00 per use
Clean-up or damage charge	Amount of actual cost
Returned checks	Current established City fee
Sale of Alcohol	
Police Department Authorization	\$124.00
ABC Permit	\$15.00-\$30.00 per booth, per day
Street Closure Permit	\$206.00
Carnivals and Fairs	\$174.00
Police Officers and/or Secondary Employment Officers	Amount of actual cost
Tow Zone Permit	\$25.00 + parking meter fees + posting
Street banner Installation/removal	Call 408-277-5144
Fireworks, Pyrotechnical Special Effects material	Call 408-535-7752
Tents, Canopies & Temporary Membrane Structures	Call 408-535-7752
Candles and Open Flames	Call 408-535-57752
Audiovisual staffing	Call 408-535-1248 for quote
Reimbursement for direct, identified costs incurred by City	Amount of actual cost

***This is not a complete list of charges, others may apply. Prices subject to change; last updated 7/09/08***